**CURRICULUM VITAE**

**Francis Doku Tetteh**

C/O D. F. Narh, Faculty of Science, University of Ghana, P. O. Box Lg 71, Legon.

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**E-mail**: [tfdoku@gmail.com](mailto:tfdoku@gmail.com)

**BIO-DATA**

**Date of Birth: 28/02/1985**

**Profession: Information Professional**

**Sex: Male**

**Marital Status: Single**

**Nationality: Ghanaian**

**PROFESSIONAL/ACADEMIC OBJECTIVE**

***To be a distinguished Scholar and Consultant/Expert in Archives and Records Management***

**EDUCATION**

INSTITUTION DATE QUALIFICATION

1. University of Ghana 2011 - 2015 B.A. Information Studies with

Economics

1. Presbyterian Boys’ Secondary 2003 – 2006 WASSCE

School Legon

1. LA. Bawaleshie Presby J.S.S 1999 – 2003 BECE

**SKILLS**

**Academic:** Strong problem-solving, critical thinking, conceptualization. Also have good communication skills, highly emotionally intelligent, able to live with people from different backgrounds and believes strongly in teamwork.

**Computer Languages:**

Statistical Software: SPSS

Microsoft Office Package

**Languages:** English, Ga, Krobo, Ada, Fante & Twi

**WORK EXPERIENCE**

1. University of Ghana Archives - National Service (September, 2015- August, 2016)

Responsibilities includes;

1. Filing of documents
2. Sorting, dusting and preparation of archival records
3. Arrangement and description of archival records for permanent preservation.
4. Also assisting in the retrieval of records for researchers’/users.
5. Operating office photocopy machine.
6. Pupil Teacher at Miracle Preparatory (September, 2007- May, 2008).

Job description includes;

1. Preparing lesson Notes
2. Teaching,
3. Giving and marking class exercises,
4. Conducting end of term examination and any other duties assigned him by the administration of the school.
5. Bright Ark Herbal Cent re (June, 2006-Jan., 2007)

Job description includes;

1. Supervising
2. Product Preparation
3. Bottling/ packaging
4. Stock management

**REFEREES:**

1. *Mr. Killian Onai*

Principal Administrative Assistant

University of Ghana Archives

Legon

kkonai@ug.edu.gh

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1. *Dr. Ezekiel N. N. Nortey*

Senior Lecturer

Department of Statistics

University of Ghana

Legon

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